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Approved For Release 2005/07/12 : CIA-RDP78-03991A000200070036-3

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Special Staff

FROM : Chief, Administrative Staff

SUBJECT: Weekly Activity Report

DATE: **DEC 10 1953**1. GENERALa. Agency Regulations (continued item)

25X1A

Logistics Office concurrence was given to proposed Regulation [] "Incentive Awards Program".

b. Logistics Office Notices and Instructions (continued item)

In accordance with request of the DD/A, Logistics Office Instruction No. LI 22-100-4 has been issued establishing procedure for reporting all domestic travel of LO employees to the Office of Operations, Contact Division. The Logistics Office Security Officer is preparing a memorandum to the DD/A pointing out some exceptional circumstances and security problems involved in such reporting by Logistics Office.

Logistics Office Notice No. 5-100-1 has been issued, subject: Material Requiring Reply Received from Other Components of the Government".

25X1

25X1A6A

c. Allotment of Funds for [] Procurement Program (new and completed item)

25X1

25X1A6A

The Comptroller has notified the Chief of Logistics that \$500,000 will be allotted to the Logistics Office for the purpose of "augmenting" [] Depot Stocks. Informal advice indicates that the following two new allotment accounts will be established for financing this program:

25X1A6A

\$400,000 - 4-6863-50 -- [] Operational Stock Account -
ITE Theater Command Procurements

25X1A6A

\$100,000 - 4-6864-50 -- [] Operational Stock Account -
Open Market Procurements

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2. PROJECTS AND STUDIES IN PROGRESS

a. Logistics Support Course (continued item)

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The Training Officer has been auditing and evaluating the [redacted] phase of this course on a part-time basis this week. He will spend the last two days of the course with the students next week in an overall critique and evaluation of the entire six weeks program. OK

b. Delegation of Authority (continued item)

Partially as a result of request and inquiry from this Office, a proposed Agency Regulation regarding Delegations of Authority has been processed for comment. Publication of a Logistics Office Instruction on this subject will be held pending publication of the Agency Regulation.

c. Organization Manual (continued item)

No change.

3. OTHER ITEMS OF INTEREST

a. Personnel Report (continued item)

25X9A2

The on-duty strength report for the week ending 8 December is [redacted]

b. Review of LO Career Designations (continued item)

Four employees were recommended for LO Career Designations and disapproval of the LO Career Designation was recommended for four other employees by the LO Career Service Board.

c. Basic Intelligence Course (SUP) (continued item)

No change.

d. Vital Material Program (continued item)

No change.

e. Community Chest Drive (completed item)

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5. MAJOR OBJECTIVES

a. Career Service Program (continued item)

25X1 [] completed overseas availability cards (Form 36-265), "Career Service Overseas Availability Record", has been received from employees of the Logistics Office. These cards are being distributed to Departmental employees with Logistics Career Designation assigned to other components. Work is continuing on the establishment of the roster of Logistics Office employees overseas and scheduled for overseas assignments.

Draft of a letter of information for personnel overseas having a LO Career Designation has been completed and is being forwarded to the DD/A for approval.

The Logistics Office Career Service Board met at 2:00 P.M. 8 December 1953.

b. Logistics Office Training Program (continued item)

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[] Logistics Officers were on TDY from their respective areas, began rotational training in the Logistics Office this week.

The Training Officer conferred with Mrs. [] new Chief of Clerical Training, with regard to the overall clerical training needs for the Logistics Office.

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25X1A6A

Final plans are being made for the briefing of [] [] , on Monday, 14 December 1953. (25X1A9A

The next training coordinators meeting is scheduled for Tuesday, 15 December 1953.

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LO/AS/WSW:mel (10 December 1953)

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